

**Minutes of the Northmoor Parish Council Meeting
Held on Thursday 14 May 2026 at 7:10pm in the Village Hall**

Attendees

Cllr Juliet Druce Chair
Cllr Lindsey Brangwin
Cllr James Florey
Cllr Stacey Reed

Mr Chris Isaac Clerk

OCC Cllr Dan Levy, WODC Cllr Sandra Cosier.

One member of the public.

1. **Election of the Chair & Vice Chair.** To elect the Chair & Vice Chair for this year.
Cllr Reed proposed, and Cllr Brangwin seconded the proposal, that Cllr Druce be elected as Chair. The Council **RESOLVED** unanimously to elect Cllr Druce as Chair.
Cllr Reed proposed, and Cllr Brangwin seconded the proposal, that Cllr Florey be elected as Vice-Chair. The Council **RESOLVED** unanimously to elect Cllr Florey as Vice-Chair.
Both councillors signed the appropriate Declaration of Acceptance of Office form witnessed by the clerk.
2. **Apologies for absence.** To receive apologies for absence.
Apologies were received from WODC Cllr Steve Cosier, who was attending the Aston Parish Council meeting.
3. **Requests for Dispensations, Declarations of interest, gifts and hospitality.** To receive any requests for Dispensations, Declarations of Interest from Councillors relating to items on the agenda.
Nothing was declared.
4. **Public Participation.** To receive questions from members of the public relating to items on the agenda.
A resident queried if more detail could be given on agenda items to enable the residents to ask questions. An example given was the reference numbers for planning applications. The clerk explained that normally the reference number is included, but if, as was the case this time, the planning application is received after the agenda is published, then it is not possible to include that detail. When available information is included for agenda items if appropriate.
5. **Minutes.** To agree the minutes of the meeting held on 3 Mar 26 previously circulated.
It was **RESOLVED** that the minutes be accepted as a true record and were signed by the Chair.
6. **Co-Option.** To Co-Opt a councillor to the vacant position.
Cllr Reed proposed that Dr Alison Waller should be Co-Opted into the vacant councillor position, and Cllr Florey seconded the nomination. There were no other nominations. The Council unanimously **RESOLVED** to approve the nomination of Dr Alison Waller to fill the vacant position. Cllr Waller signed the Declaration of Acceptance of Office form witnessed by the clerk.

7. **Timetable of meetings for the year.** To agree the dates and times of future meetings. It was **RESOLVED** that future Parish Council meetings would be held on the following Tuesdays: 14 May 26, 14 Jul 26, 1 Sep 26, 3 Nov 26, 5 Jan 27 & 2 Mar 27 at 7:00pm in the Village Hall.
8. **Appoint committees and representatives on outside bodies.**
- a. Village Hall Committee
Cllr Reed agreed to continue as the PC representative on the Village Hall Committee.
 - b. Parish Path Warden
Cllr Waller agreed to continue as the Parish Path Warden.
9. **Reports.** To receive reports for information only from Councillors and Clerk.
- a. OCC Cllr Levy sent a report, a copy of which was previously circulated to councillors and is included in the separate reports document.
 - b. WODC Cllrs Sandra and Steve Cosier sent a joint report, a copy of which was previously circulated to councillors and is included in the separate reports document.
 - c. The Chair reported that the litter pick was very well supported and a large amount of rubbish was collected. It was noted that the area near the Rose Revived Pub was particularly bad and questioned whether a Litter/Dog Waste Bin could be provided near to the entrance to the Footpath.
Clerk to ask WODC if they could provide a waste bin.
They also asked if we could advertise the vacant allotments further afield, as other places had waiting lists. It was agreed to re-advertise locally and then if nobody from the parish filled the vacant plots, to advertise more widely.
Clerk to re-advertise vacant allotment plots.
 - d. Cllr Florey informed the meeting that the sluice-gates that fed the brook running through the village were now fully open. During the winter months they are restricted to prevent flooding at Northmoor Manor and Pinnock's Farm.
 - e. The Clerk reported the following points:
 - i. The two new noticeboards have now been delivered. The one at Northmoor has been erected and the one at Bablock Hythe should be erected soon. The new boards are magnetic, but they came with a limited supply of magnets, so more magnets have been ordered. The asset register will be updated with the new values.
 - ii. We have used the same Internal Auditor for the past 3 years and it is best practice to alternate after that period. Once the current External Audit work is completed, the clerk will commence the search for a new Internal Auditor.
10. **Risk Assessment.** To consider and approve the Risk Assessment
The Council considered the updated Risk Assessment and **RESOLVED** to approve it.
11. **Policy Review.** To review the Code of Conduct
The Council considered the Code of Conduct and **RESOLVED** to re-adopt it.

12. **Finance.** To consider the following items:

a. **Financial Report and Budget Monitoring Report.** To receive the reports for information. A copy of the Budget Monitoring Report is included in the separate reports document.

As of 30 April 2026 the Accounts stood at:

- i. Barclays Community Account (Current Account) £1,084.44.
- ii. Barclays Business Premium Account (Deposit Account) £ 31,015.36
This consists of £15,935.44 Regular Reserves, £15,759.48 Playpark Replacement / Maintenance Reserve and £320.44 Bablock Hythe Flood Prevention Reserve.

Since the last meeting the following funds have been received and / or transferred.

- i. £6,000.00 transferred to Deposit Account to gain interest.
- ii. £50.00 Allotment Rental received from the tenants.
- iii. £1,074.46 VAT Refund for Oct 25 to Mar 26 received from HMRC.
- iv. £5,765.00 first 6-month Precept payment received from WODC.

b. **Internal Financial Control.** To receive a report from the Councillor responsible for Internal Financial Control.

Cllr Brangwin reported that there were no anomalies and the report would be uploaded to the OneDrive as soon as access issues were resolved.

c. **Banking.** To consider the bank mandate and confirm signatories.

The Council considered the mandate and **RESOLVED** that the current signatories should remain, and Cllr Waller should be added.

d. **Statement of Accounts.** To consider and approve the Statement of Accounts for the year ending 31 March 2026.

The Council **RESOLVED** to confirm the Statement of Accounts, and they were signed by the Clerk/RFO and Chair.

e. **Assets List.** To confirm the assets list for the year 2025/26.

The Council **RESOLVED** to confirm the assets list for the year 2025/26.

f. **Internal Audit.**

i. To receive and review the report from the Internal Auditor.

The Council **RESOLVED** to accept the report, including the recommendations that were made.

ii. AGAR Signature Redaction. To consider redaction of the signatures on the web version of the Annual Governance and Accountability Return to protect the signatories from 'specific and identifiable threats' of identity theft and GDPR concerns.

The Council **RESOLVED** to agree to redact the signatures on the web version of the AGAR acknowledging that this was against the Accounts and Audit Regulations, but that it was to protect the signatories from the specific and identifiable threats of identity theft. There was no issue with the full documents being viewed in person.

- g. **External Audit.** To consider the 2025/26 AGAR for submission to the External Auditor.
- i. **Section 1: Annual Governance Statement.** To consider the questions and respond accordingly.
The Clerk had circulated the questions prior to the meeting, and the Chairman read them out for consideration. The Council **RESOLVED** to agree to all the Governance questions. The Chair signed the form.
- ii. **Section 2: Accounting Statements.** To consider and agree the accounting statement figures.
The Clerk had provided the meeting with the figures which included the Asset Register. The Council **RESOLVED** to agree the Accounting Statements. The Clerk had signed the form prior to the meeting; the Chair signed the form.
- iii. **Electors' Rights.** To note the dates for the Notice of Public Rights.
The Council **RESOLVED** to approve the dates for the Electors' Rights as Commencing on: Wednesday 10 June 2026 and ending on Tuesday 21 July 2026. The notice would be posted in accordance with the Regulations.
- iv. **Statement of Variance.** To consider the draft Statement of Variance.
The Council **RESOLVED** to agree the Statement of Variance.
- h. **Insurance Renewal.** To consider and agree the renewal for 2025/26.
The Clerk had received the renewal quote from Clear Councils for £658.67. We are outside of the three-year long-term agreement and is seeking further quotes from alternative providers. Getting alternative quotes is taking longer than anticipated as the other insurance companies need detailed income and expenditure information and asset replacement costs. If the alternative quotes are not any cheaper then we will continue with Clear Councils. The Council **RESOLVED** to approve the maximum payment of £658.67

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i. **Invoices for Payment.** To consider and approve invoices for payment itemised on the Payment Schedule, and to approve the regular payments due throughout the year, up to a maximum of the 2026/27 budget.

The Council **RESOLVED** to agree the payments below, which Cllr Florey would authorise.

Reason/Description	Payee	Budget	Amount (Ex VAT)	Amount (Inc VAT)
Payments previously approved via email				
Village Hall Hire (01/04/25 - 31/03/26)	Northmoor Village Hall	Hall Hire	£90.50	£90.50
Playpark boundary fence repair	Scott Gillam	Village Upkeep	£305.00	£305.00
Internal Audit 25/26	Jane Olds	Audit	£315.00	£315.00
Weekly emptying of dog bins	WODC	Dog bin emptying	£435.24	£522.29
CPR & AED Training Course	First For Safety Oxon Ltd	Defibrillator	£170.00	£34.00
Payments requiring approval				
Erection of Noticeboard	Scott Gillam	Village Upkeep	£250.00	£250.00
Known expenditure for approval up to budget figures				
PC Domain, Website & email	Local Authority Tech CIC	Domain, Website & Email	£335.00	£402.00
Village Hall hire	Northmoor Village Hall	Hall Hire	£160.00	£160.00
Grass cutting	Scott Gillam Landscapes	Grass cutting	£2,320.00	£2,320.00
Weekly emptying of dog bins	WODC	Dog bin emptying	£990.00	£1,188.00
OALC Annual Membership	OALC	Subscriptions	£200.00	£240.00
SLCC Annual Membership	SLCC	Subscriptions	£140.00	£140.00
Information Commissioner Fee	ICO (DD)	Information Commissioner Fee	£60.00	£60.00
Clerk's Salary (includes HMRC)	Mr C Isaac (& HMRC)	Clerk's salary (& HMRC)	£4,838.00	£4,838.00
Clerk's Home Working Allowance	Mr C Isaac	Home Working Allowance	£312.00	£312.00
External Audit	Moore	Audit	£420.00	£504.00
Internal Audit	J Olds	Audit	£315.00	£315.00
Monthly allotment water charges	Castle Water	Allotment Water Charges	£275.00	£275.00
Insurance	TBC	Insurance	£660.00	£660.00

13. **Planning**

a. **Planning Applications.** To consider all recent applications received from West Oxfordshire District Council detailed below:
APPLICATION NO: 26/00916/FUL. PROPOSAL: Erection of an agricultural building to house cattle. LOCATION: Church Farm Moreton Lane Northmoor.
The council **RESOLVED** to support the application with no comments made.

b. **Responses between meetings.** To note responses made using the Clerk's delegation.
APPLICATION NO: 26/00773/HHD. PROPOSAL: Erection of single storey rear orangery extension, and associated works LOCATION: The Old Vicarage Church Road Northmoor, Witney.
No Comments or Objections.

14. **Correspondence.** To note correspondence received not otherwise on the agenda where decisions are not required.

15. **Items for information or next Agenda only.** All items for the next agenda to be submitted to the Clerk by Mon 29 Jun 26.

16. **Date of Next Meeting.** To confirm the date of the next meeting.
The Council **RESOLVED** to agree that the next meeting of the Parish Council would take place in the Northmoor Village Hall on Tue 7 Jul 26 commencing at 7:00pm.

17. There being no further business the meeting closed at 8:30pm

Signed.....Date.....